

**Accounting Assistant/Receptionist**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintains orderly, complete and accurate records of client financial income and expenditures on Child Care Manager Program.
- Prepare monthly invoices for Clients
- Input information into Childcare Manager
- Receive and post all payments and income
- Process Child Care Grants
- Initiate and complete all steps for Michigan Department of Human Services I-Billing
- Calculate and process childcare assistance for eligible families
- Follow-up on slow or no pay accounts via mail and then communicate with Director of Education for referral to collections.
- Prepare all required reports for the Accounting Department and management monthly
- Work with clients to manage individual accounts and the balances
- General administrative tasks i.e. answer phones, take payments, ensure child care paperwork is complete, etc.
- General administrative and accounting responsibilities will be performed at the Receptionist desk.

**GENERAL**

- Must report, as required by Michigan law, any suspected incidence of child abuse to Child Protective Services, Director of Education and the Executive Director
- Assist in coverage of the Account Manager responsibilities as needed
- Any other related duties as assigned

**EDUCATION and/or EXPERIENCE**

- Minimum of an Associate's Degree in Accounting from an accredited college or university and six months of relevant experience
  - Prefer the incumbent to have a Bachelor's Degree in Business/Accounting with one year of relevant experience.
- Possess of strong organizational skills.
- Excellent mathematical, verbal and written communication skills.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments.
- Able to work collectively with the team
- Knowledge of MS Office, QuickBooks, and Internet

**QUALIFICATIONS:**

- Must possess strong leadership, communication, and self-management skills.
- A high energy level, patience, flexibility, good judgment, and enthusiasm.
- Good human relations skills
- Good organizational skills and communication skills.
- Strong time management skills
- CPR/First Aid certification and Blood Borne Pathogens training must be obtained within first 30 days of hire.
- Proof of negative TB test and good physical health report signed by a licensed physician is required at the time of hiring.
- The individual selected will work a variable schedule Monday through Friday.

**This is a part-time position with a minimum of 15 hour with the potential of up to 29 hours per week. The schedule will be flexible schedule between the hours of 6am to 6pm, Monday through Friday. Closed on the Weekends.**

If you are interested in this position, please submit your cover and resume to Human Resources via email at [hr@comstockcc.com](mailto:hr@comstockcc.com) or fax to 269-492-0909 or drop off at the Community Learning Center